

CLASS SPECIFICATION
OCCUPATIONAL HEALTH SPECIALIST

PAY CODE: 59
CLASS CODE: 30003086
EFFECTIVE: December 13, 2018

CLASSIFICATION SUMMARY

Reports to a Manager II, Manager III, Director, the Risk Manager or other executive-level position. Under minimal supervision, oversees, develops, and implements programs, policies, and procedures to protect the City and its employees and minimize risks from exposure to occupational infectious diseases.

Responsibilities include: independently developing, administering, implementing, and managing the City's Occupational Health, Infectious Disease, and centralized Workplace Wellness programs in all bureaus. Acts as the City's subject matter expert to Bureau/Office management and employees on health, wellness, preventive care, total worker health, infectious and communicable disease, and occupational exposure management. Medical supplies, vaccines, drugs, and tests are all obtained under the nurse practitioner's advanced practice license and other credentials. Medical decisions, opinions, treatment plans, and interpretations of medical data are also performed independently under the nurse's advanced practice authority

DISTINGUISHING CHARACTERISTICS

Occupational Health Specialist is a single-incumbent classification that independently provides selective healthcare, education, and advice on occupational infectious disease exposure.

Occupational Health Specialist is distinguished from other classifications by its specific focus on the control and management of occupational health and infectious disease risks, and administers related protocols, policies, and procedures on a Citywide basis.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

General Duties:

1. Develop, manage, and administer the Occupational Infectious Disease Program for Bureaus/Offices; maintain confidential medical records and database that comply with Occupational Safety and Health Administration (OSHA) standards; research, collaborate, and develop plans for and respond to emerging infectious diseases or pathogens to mitigate staff exposure. Collect and report data on City exposures.
2. Develop, manage, and administer mandated OSHA Bloodborne Pathogen Program (BBP) and acting as "designated licensed healthcare professional" for the Respiratory Protection Program. Provides BBP training; review and approve BBP plans annually. Provides medical clearance for respirator use to hundreds of employees each year.

3. Develop, manage, and administer vaccination and testing programs including maintaining a CLIA-waived lab, ordering medical supplies, vaccines (administering Hepatitis, Flu and tetanus shots) lab tests, and test kits independently using advanced practice credentials and expertise.
4. Provide post-exposure management of communicable diseases and hazardous materials; evaluate and provide treatment, medication, lab draws, and counseling; refer employees for post-exposure care when needed.
5. Serve as subject matter expert, advocate, educator, clinical consultant and case manager to Bureau/Office management, the Healthy Foundations program, and all employees on occupational exposures, infectious and communicable disease, and other health related issues. Assist Bureaus/Offices with the development and implementation of occupational-specific communicable disease programs, practices, policies, and procedures.
6. Oversee the CityStrong wellness program supervising the program coordinator position, delivering on-site wellbeing opportunities including health screenings, educational and engagement events, and coordinates employee assistance program (EAP) offerings to improve morale, workplace culture, physical and mental well-being.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under minimal supervision by the Risk Manager. Medical case review is provided by a physician medical consultant.

Directly supervises employees. May indirectly supervise staff assigned to subordinate supervisors.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of federal, state, and local laws, standards, mandates, ordinances, and regulations applicable to bloodborne pathogens, infectious diseases, employee's respirator use, lead testing and evaluation, medical records confidentiality and management, and occupational exposure management, testing, immunization, and education.
2. Knowledge of occupational health and safety risk management techniques, protocols, and practices.
3. Knowledge of methods, policies, and procedures of post-exposure case management.
4. Knowledge of medical research analysis techniques.
5. Knowledge of principles, practices, methods, tools, and techniques of program, administrative, and organizational analysis, and program and project planning and management.
6. Ability to administer blood draws, injections, and medication disbursement.
7. Ability to exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines.
8. Ability to communicate clearly, logically, and persuasively, both verbally and in writing; prepare clear, concise, and comprehensive reports, correspondence, and other documents.
9. Ability to establish and maintain effective working relationships with Bureau/Office management and staff, representatives of other governmental agencies, the public, and others encountered in the course of work.
10. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City service.
11. Ability to utilize City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelors of Science degree in Nursing from an accredited college or university;

AND

Experience: Five (5) years of progressively responsible experience in occupational health, public health and case management.

Special Requirements and/or Qualifications:

Oregon and Washington Nurse Practitioner License.

Basic Life Support (BLS) Certification.

A valid state driver's license.

Preferred Qualifications:

Professional certifications and/or designations, such as FDA DEA Controlled Substance Certificate, Certification in Infection Prevention and Control, or Certified Occupational Health Nurse-Specialist.

Experience working for a public agency.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates:

10/2022 – Update reporting structure and add supervisory duties.